

**JOB OPPORTUNITY
(2) FULL-TIME CUSTODIANS
TUNXIS COMMUNITY COLLEGE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS
AT THE BOTTOM OF THIS PAGE**

Open To: The Public

Location: 271 Scott Swamp Rd., Farmington, CT

Hours: 9:00 P.M. – 5:00 A.M., Monday thru Friday

Salary: \$16.03 Per Hour (salary effective 7/1/15)

Closing Date: January 15, 2016

EXAMPLE OF DUTIES:

Performs custodial tasks and maintenance of areas such as classrooms, offices, kitchens, dining rooms and lavatories, areas outside the building (trash pick-up, etc); dusts, mops, sweeps, scrubs, strips waxes, polishes including glass, windows, woodwork, walls, furniture and metal equipment; assists with snow removal, shoveling, etc.; collects and disposes of trash, reports need for repairs, performs minor maintenance, runs errands, change light bulbs and replaces fuses; inspects buildings for damage and reports to supervisor; moves furniture and/or set up classrooms; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Some oral and written communication skills; come interpersonal skills, including the ability to work with students; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for, and perform minor maintenance on equipment used in daily work; ability to work independently; some ability in simple record keeping and preparing reports; Experience with P.C.'s preferred.

GENERAL EXPERIENCE:

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED EXPERIENCE:

The preferred candidate has experience performing custodial work in a school.

SPECIAL REQUIREMENT:

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

PHYSICAL REQUIREMENT:

Incumbents must have adequate physical strength, stamina, physical agility and auditory acuity and must maintain such physical fitness as to be able to perform the duties.

Incumbents may be required to lift moderate to heavy weights.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview:

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Tunxis Community College website at <http://www.tunxis.edu/human-resources/>
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

Note: Current Tunxis Community College employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

Tunxis Community College
Human Resources Department
Reference: Custodian
271 Scott Swamp Road
Farmington, CT 06032-3187

Mailed applications only – No electronic applications please. Incomplete, blank or late applications will not be considered.

Tunxis Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.

Tunxis Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disorder, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Professor Jessica Waterhouse, Title IX Coordinator, jwaterhouse@tunxis.edu (860)773-1646 and Affirmative Action/Equal Employment Officer Charles Cleary, ccleary@tunxis.edu (869)773-1302, Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032.

